



MY PERSONAL AFFAIRS (FOR RETIREES)

Provided by:

366TH Force Support Squadron
Airman and Family Readiness Center
Casualty Affairs
575 Gunfighter Ave
Mountain Home AFB, ID 83648

Air Force Personnel Casualty Assistance Finder toll-free at	1-877 353-6807
Mountain Home AFB Casualty Assistance Office.....	1-208-828-2458
Defense Finance and Acct Service (DFAS) –Retired/Annuitant Pay.....	1-800-321-1080
Social Security Administration:	1-800-772-1213
Department of Veterans Affairs	1-800-827-1000

WE ASSIST ALL BRANCHES!

Version 1 17-Mar-22
Mr. Raymond Cotton, DAFC
366 FSS/FSH

Greetings Retirees,

My name is Raymond Cotton and I am the Casualty Assistance Representative at Mountain Home AFB.

In addition to assisting the loved ones of our Active Duty fallen, I also assist survivors of military retirees of all branches in applying for all benefits to which they may be entitled and can advise on other services available.

One of the most important things you can do to minimize stress for your loved ones is to make sure your personal affairs are in order and to have your loved ones reach out to me as soon as possible upon your death. Please use this booklet as a tool to assist you in managing your personal affairs. Another important thing you must do is to know what benefits are available to you while you are living and ensure that your loved ones know the benefits available to them after you die.

Please consider the following while getting your affairs in order:

Survivor Benefit Plan

Did you enroll in the Survivor Benefit Plan (SBP) when you retired? Does your spouse know? Did you know that if your spouse does not apply within six years following your death that they lose the benefit under the *Barring Act*?

Veterans Affairs

Have you applied for VA Service-Connected Disability Compensation? Many benefits like VA's Dependency and Indemnity Compensation (monthly tax-free payment to surviving spouse) and service-connected burial reimbursement are contingent on your death being caused by a service-connected disability (typically either as a primary or contributing cause)? Many non-VA and DOD Federal and State benefits require that you be rated at a certain level.

Do you have a copy of your VA claims file? Do you have a copy of your service medical and personnel records? The aforementioned records will be of value when your spouse applies for VA survivor benefits. If your spouse knows your service-connected disabilities, it will make it easier to add the condition to your death certificate as a primary or contributing cause –strong evidence that could warrant the VA granting your spouse a monthly Dependency and Indemnity Compensation payment after you die. Although these records should be on file with VA and/or the National Archives, important records like these have been lost in fires or in VA facilities. *Ensure you have your own copies!* I can assist you in getting these records in the most efficient manner.

Were you ever denied VA disability compensation? Did you know the laws have been liberalized on *many* occasions and you may now qualify? Just because you were denied benefits 20 years ago, doesn't mean you will be denied today. For example, a recent law change allows for any Veteran who served honorably for 90 days or more to draw 100 percent disability for Lou Gehrig's disease –no causation need even be shown.

Have you registered for VA healthcare? You should. Although you are eligible for Tricare, VA can cover some things that Tricare can't (examples: hearing aids, certain home adaptation grants, possible long term care, caregiver support stipends, etc.). These benefits may make a difference as

to whether you have to liquidate your estate to pay for long-term care and debts. The use of Tricare does not preclude you from registering for VA –the only thing the VA typically requires is that you show up once a year for a wellness check. Registration into the VA in the last days of life can significantly reduce the amount of services available to you and your loved ones and end up costing you more money out of pocket. Enroll early.

Legal Issues

Do you have a will or trust? Do you have an advanced directive? Do your loved ones know where they are? Did you or your loved one know that you are entitled to legal assistance at the base legal office?

Insurance

Do you have life insurance? If so, ensure your beneficiary information is up to date and that the beneficiaries are aware of how to obtain the proceeds.

Civil Service

Did you perform Civil Service after your retired? Is your spouse eligible for an annuity or FEGLI payout? Did you pay into the Thrift Savings Plan? Does he/she know?

Documentation

Do you have *all* of your marriage certificates and divorce decrees? **The payment of Federal benefits can be delayed or outright denied if these are requested and not provided in a timely manner.**

The Takeaway: Call or come see me if you have questions! Ensure your loved ones notify me after you die so I can ensure no stone goes unturned as it pertains to benefits and resources. Thank you for your service to our country!

Very Respectfully,

Raymond E. Cotton, Jr., GS-11, DAFC
Casualty Assistance Representative
Airman and Family Readiness Center
575 Gunfighter Ave Bldg 180
MHAFB, ID 83648
(208) 828-2458

MY PERSONAL AFFAIRS RECORD

(Last Name) (First Name) (Middle Name)

(Social Security Number) (Rank) (Date of Retirement)

(Current Address)

(Home Phone) (Date of Birth) (Place of Birth)

(Spouse's Last Name) (Spouses Maiden Name) (First Name) (Middle Name)

(Social Security Number) (Date of Birth) (Place of Birth)

(Date of Marriage) (Place of Marriage)

Number of marriages for member _____ Number of marriages for spouse _____

If previously married ensure you have their name, date of marriage, place of marriage (city/state), date of divorce, place of divorce (city/state).

CHILDREN:

(Name)

(Social Security Number) (Date of Birth) (Place of Birth)

(Name)

(Social Security Number) (Date of Birth) (Place of Birth)

(Name)

(Social Security Number)

(Date of Birth)

(Place of Birth)

RETIREE'S PARENTS (if living)

(Name)

(Social Security Number)

(Date of Birth)

(Place of Birth)

(Name)

(Social Security Number)

(Date of Birth)

(Place of Birth)

In order to make this difficult time a little easier; it would help your family if you would have the following certified documents together in one place and easily accessible. Another good idea would be to have these documents in a non-flammable box, either at home or in a safe deposit box. If you keep these documents under lock and key, please ensure your spouse knows where the key is or has the combination to the lock.

IMPORTANT DOCUMENTS

- **DD 214 (s)**
- **Birth Certificates** (or other proof of birth for yourself and each family member)
- **Marriage Certificate**
- **Social Security Card**
- **Divorce decree/Death certificates** of all previous marriages (for both spouses if applicable) -- (often Federal benefits are delayed when the retiree or spouse does not have these of record)
- **Adoption Papers**
- **Naturalization papers**
- **Retirement Order**
- **Reserve/Guard retiree – “20 year letter” – Air National Guard – NGB 22**
- **Will**
- **Most recent Retiree Pay Statement**
- **Copy of your VA Claims file** (Casualty Assistance Representative can help obtain)
- **Copy of your Military Personnel and Medical Records** (Casualty Assistance Representative can help obtain)
- **Copy of all VA benefits-related correspondence you have received, to include disability Rating Decisions**

Note: Make every effort to retain “original” documents (Provide certified copies whenever possible)

The following information will also be useful to your spouse:

Copies of our federal and state income tax returns are located _____

Copies of our mortgage papers are located _____

Civil Service OPM Information (888) 767-6738 (Federal Employee Survivor Benefits/Insurance)

CSA #: _____

Thrift Savings Plan Account Number(s) 1-877-968-3778

Civilian:

Military:

Beneficiary Information updated/confirmed on: _____

Veterans Affairs Data (if applicable)

Disability claim# _____

% Disabled: _____ Date Disability Rating: _____

List of Service-Connected Disabilities:

VA Life Insurance policy Nr(s):

File Nr: _____

Type: _____

Amount \$ _____

Location of policies _____

Any known paid-up additional VA insurance \$ _____

As of Date _____

Other Remarks:

At the time of retirement, did you elect Survivor Benefit Program? Yes No

If yes, was it Spouse [] Spouse & Child [] Other: _____

SURVIVOR BENEFIT PLAN (SBP) – The Uniformed Services Survivor Benefit Plan was created by Congress in 1972 and is the sole means by which survivors can receive a portion of military retired pay (55% of base amount), without it retired pay stops on the date of the retiree's death. SBP provides an eligible surviving spouse or former spouse financial security similar to the financial security a retiree has with retired pay a cost of living adjusted monthly income for life.

**Bank Accounts (Include Credit Union, Savings & Loan Association, IRA, TSP and 401(k)
(it is always a good idea to have beneficiaries identified)**

1. Type of account:

(Name/location of bank)	(Account Number)	(Checking/Savings)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Location of passbooks for older savings accounts _____

3. Location of statements and canceled checks for checking accounts: _____

4. Location of Safety Deposit Box: _____

Savings Bonds, Stocks and Securities (Identify Beneficiary):

1. Location of Bonds _____

2. Company to contact: _____

Important Legal Information for Family Use

Will: _____ Attorney: _____

Executor of the Estate: _____

Executor
Address: _____

Vehicle Information – titles, loans etc. information:

Charge Accounts, Credit Cards, Medical Insurance etc. (Place * by those that have insurance protections –e.g. “credit insurance”):

(Company Name and Address/Phone Number)

(Account Number)

(Company Name and Address/Phone Number)

(Account Number)

(Company Name and Address/Phone Number)

(Account Number)

(Company Name and Address/Phone Number)

(Account Number)

(Company Name and Address/Phone Number)

(Account Number)

(Company Name and Address/Phone Number)

(Account Number)

(Company Name and Address/Phone Number)

(Account Number)

(Company Name and Address/Phone Number)

(Account Number)

Life Insurance:

I have life insurance with the following companies:

Insurance Company	Address	Policy Number	Face Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The policies are located _____
_____.

Life Insurance Beneficiary Designations

Beneficiary Designations for each policy were reviewed on this date: _____

Memberships in private associations and organizations:

List below any memberships in private associations or organizations. Sometimes these memberships also carry small life insurance policies that you may have previously overlooked. Some organizations or associations may offer additional assistance to your spouse.

Names, addresses and phone numbers of friends or business associates who may be helpful:

PERSONAL INFORMATION

Civilian Employment:

Many times after people retire from the military they go on to a second career. These jobs also may contain benefits that will be helpful to your spouse. List below the name, address and phone number of the person(s) your spouse should call at this time.

Occupation: _____

Industry _____

Employer: _____ Position Held:

How Long: _____ Retired: _____

Residence, Cities, Years:

Education:

Military Service: WWII [] Korea [] Post-1955 Peacetime [] Vietnam Era 1964-1975 []
Gulf War Era 1990 to current []

Other: _____

Branch: _____ Rate or Rank: _____ Service Number: _____

Enlisted Date and Place:

Discharge/Retirement Date & Place:

Funeral and Burial Arrangements:

At the time of your death your loved ones should not have to be concerned with making funeral decisions. This is something that should be discussed well in advance. I've added this page in hopes that you will take a minute to sit down with your family and discuss what you would want done at this time. Let them know that this booklet will be available to them and where it is located. (We recommend not putting this booklet in a safe deposit box. These are decisions the funeral home will need right away and many times your spouse will not be able to wait until Monday morning when the bank opens.)

1. Funeral Home _____
(Name) (Phone Number)

What type of interment do you want? Burial or Cremation? Circle One

Is there anything special you want to be buried in or a type of URN? Describe

If cremation is desired you may want to contact the funeral director for instructions. Each state is different when it comes to their requirements. Some may require a signed letter from the deceased of their cremation wishes. This letter could be attached to this booklet. The same is true for being buried at sea. Request you inquire on these things now to save your loved ones any future grief.

2. Church and Clergy: Based on your religious beliefs, a clergyman may be either essential, or merely of assistance. You may want to consult with a clergyman before making funeral arrangements.

(Clergyman) (Church phone number)

(Address) (Home phone number)

We suggest you fill in the following, which will help your next-of-kin:

Name of Cemetery: _____ Phone: _____

Do you want a military ceremony and honors, if so contact your local honor guard:

Where is your Service Dress Uniform and is it ready? _____

Hymns, Psalms, Scripture or Special Requests _____

Pallbearers:	Names	Phone Numbers
	_____	_____
	_____	_____

Flowers (in lieu of flowers): _____

5. Obituary Notice: A draft obituary will be helpful and a photo should be included. (Use additional page if necessary)

6. Memorials and remembrances:

7. Newspaper: (The funeral home typically notifies the local newspaper)

IMMEDIATE FAMILY

RELATIONSHIP

NAME, CITY AND STATE

____ Grandchildren ____ Great Grandchildren ____ Great Great
Grandchildren

____ Step Grandchildren ____ Step Great Grandchildren ____ Step Great Great
Grandchildren

Preceded in Death By:

If you are considering burial in a VA National Cemetery, State Veterans Cemetery, or Arlington National Cemetery, the following numbers may be useful:

- Idaho State Veterans Cemetery.....1-208-780-1340
<https://veterans.idaho.gov/cemetery>
- Arlington National Cemetery.....1-877-907-8585
<http://www.arlingtoncemetery.mil/>
- VA National Cemetery Administration.....1-800-827-1000
<http://www.cem.va.gov/>

**The following phone numbers will be useful to your spouse:
(subject to change)**

- Air Force Personnel Center toll-free at.....877-353-6807
(Call and put in your Zip Code and be connected to the nearest Air Force Casualty Assistance Representative)
- Mountain Home AFB Casualty Assistance (for help with benefits).....208-828-2458
- Mountain Home AFB Honor Guard.....208-828-2874/208-599-1936
- Mountain Home AFB Chaplain208-828-6417
- Mountain Home AFB Legal Office208-828-2238
- Mountain Home AFB Clinic208-828-7900
- Defense Finance and Accounting Service (DFAS)-Indianapolis800-321-1080
- Social Security (National Number).....1-800-772-1213
- Department of Veterans Affairs Benefits Call Center1-800-827-1000
- Department of Veterans Affairs Life Insurance:1-800-669-8477
- Office of Servicemembers' Group Life Insurance (for VGLI policies)1-800-419-1473
- TRICARE West.....1-844-866-9378
- Thrift Savings Plan1-877-968-3778

Retiree Death Steps to Take

Contact your Casualty Assistance Representative either at 208-828-2458 or by calling (877) 353-6807 then enter your ZIP CODE. Be prepared to provide the Social Security Number of the Retiree. The Casualty Assistance Representative will then contact the Defense Finance and Accounting Service (DFAS) and report the death of the military retiree. This call will STOP the military Retiree pay.

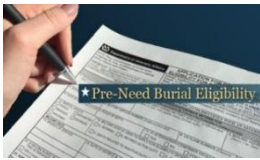
NOTE: If you do not contact an Air Force Casualty Assistance Representative, contact DFAS at 1-800-321-1080. A report of Death must be completed with DFAS or overpayment of retirement pay will occur

Contact the Social Security Administration at 800-772-1213 (Note: Many times the funeral home will complete the initial notification to SSA for you). Apply for any SSA benefits you may be eligible for by calling the toll free number above or by visiting your local SSA Office (the closest to Mountain Home is in Boise at 1249 South Vinnell Way Ste 101--near Wal-Mart on Overland).

Once a copy of the retiree's death certificate is received:

- If you have not already, contact the Mountain Home AFB Casualty Assistance Office at 208-828-2458 after the death certificate has been received to schedule an appointment for a benefits briefing and to complete any applicable application forms.
- The Casualty Assistance Representative will request that you bring all or some of the following documents:
 - Death Certificate (must)
 - If Survivor Benefit Plan is being applied for, a Voided Check will be needed for the Bank Account SBP will be directly deposited into.
 - Marriage License (if available)
 - Divorce decrees (if available)
 - DD Form(s) 214 (if available)
 - Any VA-related benefits correspondence of record
 - Itemized invoice showing funeral/burial expenses paid in full and by whom

If applying for any Department of Veterans Affairs benefits, the Casualty Assistance Representative will assist you with applications, discuss eligibility criteria, and will put you in contact with your local Veterans Service Officer should you desire VA-accredited representation



Pre-Need Burial Eligibility Determination

DO YOU QUESTION YOUR ELIGIBILITY TO BE BURIED IN A NATIONAL CEMETERY? THEN THIS IS FOR YOU.

The Department of Veterans Affairs (VA) implemented the pre-need burial eligibility determination program to assist anyone who would like to know if they are eligible for burial in a VA national cemetery. VA is promoting pre-need eligibility determinations to encourage Veterans and their eligible family members to plan in advance to use VA burial benefits that Veterans have earned through their military service. Planning in advance for a Veteran's or loved-one's final resting place can eliminate unnecessary delays and reduce stress on a family at a difficult time. Veteran families will have increased confidence that their loved ones are eligible for burial in a VA national cemetery at their time of need.

<https://www.va.gov/vaforms/va/pdf/VA40-10007.pdf>

Upon request VA will make eligibility determinations for burial in a VA national cemetery in advance of need. Eligible individuals are entitled to burial in any open VA national cemetery which includes opening/closing of the grave, a government-furnished grave liner, perpetual care of the gravesite, and a [government-furnished upright headstone or flat marker or niche cover](http://www.cem.va.gov/cem/hmm/index.asp) (<http://www.cem.va.gov/cem/hmm/index.asp>) all at no cost to the family. Veterans are also eligible for a [burial flag](http://www.cem.va.gov/cem/burial_benefits/burial_flags.asp) (http://www.cem.va.gov/cem/burial_benefits/burial_flags.asp) and [Presidential Memorial Certificate](http://www.cem.va.gov/cem/pmc.asp) (<http://www.cem.va.gov/cem/pmc.asp>).

Burial in a VA national cemetery is open to all members of the armed forces and Veterans who have met minimum active duty service requirements, as applicable by law and were discharged under conditions other than dishonorable. Members of the reserve components of the armed forces who die while on active duty under certain circumstances or who die while on training duty are also eligible for burial, as are service members and former service members who were eligible for retired pay at the time of their death. Spouses, minor children and, under certain conditions, dependent unmarried adult children are also eligible for burial even if they predecease the Veteran.

The Department of Veterans Affairs (VA) has implemented this pre-need eligibility program so that Veterans, spouses and unmarried dependent adult children may better prepare for burial in a VA national cemetery prior to the time of need. Interested individuals may submit [VA Form 40-10007](https://www.va.gov/vaforms/va/pdf/VA40-10007.pdf), (<https://www.va.gov/vaforms/va/pdf/VA40-10007.pdf>) *Application for Pre-Need Determination of Eligibility for Burial in a VA National Cemetery*, along with a copy of supporting documentation of military service such as a DD214, if readily available, by: toll-free fax at 1-855-840-8299; email to Eligibility.PreNeed@va.gov; or mail to the National Cemetery Scheduling Office, P.O. Box 510543, St. Louis, MO 63151. Authorized representatives can also apply on behalf of eligible claimants. An authorized agent or representative is an individual authorized by

the claimant to make decisions on the claimant's behalf. An authorized representative first needs to be recognized by VA as an authorized representative or agent by filing a [VA Form 21-22](http://www.vba.va.gov/pubs/forms/VBA-21-22-ARE.pdf) (<http://www.vba.va.gov/pubs/forms/VBA-21-22-ARE.pdf>) *Appointment of Veterans Service Organization As Claimant Representative* or [VA Form 21-22a](http://www.vba.va.gov/pubs/forms/VBA-21-22A-ARE.pdf) (<http://www.vba.va.gov/pubs/forms/VBA-21-22A-ARE.pdf>) *Appointment of Attorney Or Agent As Claimant Representative*. You can access the forms at www.vba.va.gov/pubs/forms/VBA-21-22-ARE.pdf and [VA Form 21-22a](http://www.vba.va.gov/pubs/forms/VBA-21-22A-ARE.pdf) at www.vba.va.gov/pubs/forms/VBA-21-22A-ARE.pdf. Written authorization should be included with the [VA Form 40-10007](#), *Application for Pre-Need Determination of Eligibility for Burial in a VA National Cemetery*, if available. A notarized statement is not required.

VA will review pre-need burial applications and provide written notice of a determination of eligibility. VA will store the pre-need application, supporting documentation, and the decision letter to expedite burial arrangements at the time of need. We encourage you to keep the decision letter with supporting documentation with your important papers in a safe place and to discuss your burial wishes and final arrangements with your loved ones or other representatives. Submission of a pre-need burial eligibility application does not obligate the Veteran or family member to burial in a VA national cemetery.

Applicants may indicate a *preference* for a VA national cemetery on the application form, but a pre-need determination of eligibility does not guarantee burial in a specific VA national cemetery or a specific gravesite. VA assigns gravesites in cemeteries with available space once death has occurred and the burial is scheduled.

At your time of need, your next-of-kin, funeral home or other representative responsible for making your final arrangements should contact the National Cemetery Scheduling Office at (800) 535-1117 to request burial. VA will locate your pre-need decision letter and validate our determination. Because laws affecting VA burial eligibility and individual circumstances may change, upon receipt of a burial request, VA will verify pre-need decisions in accordance with the laws in effect at that time including bars to receipt of burial benefits.



CEMETERY INFORMATION

IDAHO STATE VETERANS CEMETERY
www.veterans.idaho.gov/ceemetery
ceemetery@veterans.idaho.gov

PH: (208) 780-1340 Fax: (208) 780-1341
10100 Horseshoe Bend Rd. Boise, ID 83714
Adjacent to Dry Creek Cemetery



ELIGIBILITY REQUIREMENTS

Eligibility for interment in the Idaho State Veterans Cemetery follows National Cemetery Administration eligibility requirements and Idaho law. Those terms include a prohibition of interment for an individual who has been convicted of or, in certain cases, committed a State or Federal Capital Crime or sexual offense, as defined in 38 U.S.C. § 2411. There is no requirement to be a resident of Idaho. Eligibility requirements can be accessed online at: www.cem.va.gov/burial_benefits

A copy of the **Veteran's Military Service Record (DD – 214) and Marriage License (if applicable)** are required.

DD-214, or equivalent record, must include all of the following information:

- | | |
|---------------------------|--|
| REQUIRED DOCUMENTS | <ul style="list-style-type: none"> o Active Duty Service (other than training) or Retirement Status o Character of Service that was not Dishonorable o Dates of Entry into and Exit from Service o Highest Rank Achieved |
|---------------------------|--|

A Veteran's minor child, or disabled dependent under certain conditions, may also be interred; contact cemetery for details.

If you don't have your DD-214, contact the National Archives at: www.archives.gov/veterans/military-service-records/
Or contact your VA Regional Office at 1-800-827-1000 or 208-780-1380 or online at www.vets.gov/facility-locator

Please submit only COPIES of records (not originals) as documents will not be returned.

As a state cemetery, ISVC does not have access to VA databases, veteran's military records, etc.

It is the responsibility of the Veteran or Next-of-Kin to acquire all of the necessary military service records or other documentation. Any missing information, such as Veteran's highest rank, retirement status, awards received, etc. will not be included for interment purposes until proof is provided.

Inform your family of your wishes regarding interment services and where your required documents are kept.

The absence of these documents will delay services until eligibility is confirmed.

REQUESTING INTERMENT AT THE TIME OF NEED

Refer to the "**Checklist for Next-of-Kin**," available on our website, for details.

1. **Contact a Funeral Director** to make funeral arrangements. He/ She can coordinate with the Veterans Cemetery on your behalf. If the Deceased was not pre-registered, bring the required eligibility documents with you to this meeting.
 - a. If you would prefer not to use a Funeral Director for the cemetery arrangements, the Next-of-Kin can meet with the cemetery staff in person to make arrangements (after your initial meeting with the Funeral Director).
2. **Submit the "Request for Burial/ Inurnment"** and any required documentation needed to establish eligibility.
3. **Schedule a Committal Service or Direct Interment** with cemetery staff. (**Eligibility must be verified first.**)
 - a. Please have a 1st and 2nd choice for date/time in mind when scheduling, as the cemetery calendar fills quickly.
4. **A confirmation & details will be emailed to the Primary Contact.** (*Primary Contact must provide an email address.*)
Please ensure that you bring all necessary paperwork & items on the day of the interment.

BURIAL BENEFITS & FEES

The interment fee is equal to the current "VA Burial Plot Allowance" and is subject to change each fiscal year. The Veterans Cemetery will bill the VA directly for the **Eligible Veteran's burial plot allowance**, which includes: the Veteran's interment fee, grave marker, use of the committal shelter, and perpetual care of the site.

Burial Plot Allowance does not include the following:

- **Funeral Home expenses/** preparation costs (must be arranged through a funeral home of your choice)
- **Interment fees for spouses/ dependents** (equal to the current plot allowance price)
- **Hill Section Casket Burial Fee (\$500 per person;** available for non-cremated remains)

All cemetery fees are due on the day of interment. **The cemetery is unable to accept pre-payments.**

Current Plot Allowance/ Interment Fee: \$796 (Fiscal Year 2020. Prices subject to change each October 1st.)

PLOT TYPES & GRAVE MARKERS (See Cemetery Map)

Casket Interments are provided a traditional gravesite that includes an inscribed granite headstone.

- The **Main Lawn Casket Burial** plots are located near the Visitor Center & have pre-placed concrete vault liners.
 - These sites are included in the Veteran's burial benefit.
- The **Hill Section Casket Burial** plots are incomplete, unlined gravesites and require a \$500 per person fee.
 - The additional fees are not included in the burial benefit and are due on the day of interment.

Cremation Inurnments are provided a site from the following options as part of the Veteran's burial benefit:

- **Columbarium Wall**, an above-ground concrete niche that includes an inscribed granite niche cover;
- **Urn Burial Garden**, an in-ground, unlined plot that includes an inscribed flat granite marker;
- **Cremation Scatter Garden**, a designated area for scattering cremains & an inscribed flat granite memorial marker.

Veteran and Spouse will always share a plot and grave marker, as all sites are double plots. If both spouses were eligible veterans, they may request side-by-side plots if they prefer. Though families may choose the plot type, gravesite selection is at the discretion of the Cemetery Staff and **cannot be pre-selected**. For first interments, the gravesite will be in the next available plot of the type selected by the Next-of-Kin, and for subsequent interments the Deceased will share the plot with his/her spouse who is already laid to rest here. Any fees will be due for each person at the time of need.

The Cemetery Staff is responsible for ordering a **grave marker for you or your loved one** according to the Inscription Request form submitted on the day of interment. Memorial Markers are available for veterans whose final disposition did not allow for a grave marker and who do not have a memorial marker at any other location (see Memorial Marker Application for details). The Idaho State Veterans Cemetery cannot order grave markers for someone interred in a different cemetery; the requestor must work directly with the VA and the relevant cemetery to make those arrangements.

COMMITTAL SERVICES & DIRECT INTERMENTS

The Committal Shelter has been beautifully designed to provide a place of respectful remembrance. The Shelter provides limited protection from inclement weather, seating for the immediate family and ample standing room for others. Every committal service is organized by a team of Cemetery Volunteers, who assist the family with anything they may need before or during the service.

Committal services are conducted on the hour, **Monday through Friday 10 am – 3pm (May thru Aug: 10 am – 2 pm)** and are limited to approximately 20 minutes, including Military Honors. Please ensure that family and guests are prompt, as shelter use is often scheduled back-to-back, requiring that each service begin and end on time.

The committal service differs from a funeral or a graveside service in that:

- a) The main purpose of a committal service is to render military honors, and
- b) The final, brief good-byes are conducted in the committal shelter

It is not intended to take the place of a funeral, memorial service, celebration of life, etc. if you choose to arrange that elsewhere. Details & scheduling for a committal service are coordinated through the cemetery office.

For families who prefer not to have a committal service at the Veterans Cemetery, they may choose a direct interment. The Next-of-Kin or Funeral Director will coordinate to deliver the casket or urn directly to the Cemetery Office for interment. For the Columbarium Wall or Scatter Garden, families may choose a Simple Placement if they desire. With any option, your loved one will be laid to rest on the same day they arrive at the cemetery, and family/ friends may visit the gravesite any time after 5 pm. The cemetery is open to visitors every day until sunset.

MILITARY HONORS

The Cemetery Office coordinates all military honors for committal services taking place in our cemetery. Honors include the sounding of "Taps" and the folding and presentation of the Veteran's burial flag to the Next-of-Kin. An Honor Guard detail of at least two uniformed members of the armed services is provided for the committal service of the eligible veteran. For retired veterans and active-duty deaths, a 3-round rifle volley or pallbearers may also be provided, at the Honor Guard's discretion. It is important to note that Military Funeral Honors can only be rendered once per veteran. Families may request to have the Military Honors rendered during the committal service at the cemetery, or they may choose to include them as part of the funeral, church, or memorial service instead.

The VA will provide one burial flag for presentation to the Next-of-Kin. The Veteran's burial flag can be obtained from the funeral home, as the cemetery does not have a supply of flags. Flags can also be acquired from most US post offices if the applicant supplies a copy of the Veteran's DD-214 and Death Certificate.

PRE-REGISTRATION

Pre-Registration is a means to **verify eligibility in advance** for those veterans and their spouses/ dependents who are interested in interment in the Idaho State Veterans Cemetery. With the proof of eligibility on file, a family no longer has the burden of acquiring these records at the time of death. There is no cost for pre-registration, and it does not obligate you to be laid to rest at this cemetery, **nor does it reserve a specific plot.**

It is the responsibility of the Veteran, their family or authorized representative to provide the Cemetery with appropriate documentation to establish eligibility, such as the DD-214 and Marriage License. Individuals who submit a Pre-Registration Application will be contacted by mail regarding the status of their eligibility. If the family is unsure if the Veteran or Spouse is pre-registered, please call the cemetery office. **Please allow 4-6 weeks to process applications. If you think you may need to schedule an interment sooner, please contact the office directly.**

Pre-Registration does NOT constitute a "pre-needs arrangement contract" with this cemetery.

If you have specific wishes you would like your family to follow, we recommend that you create a will or burial plan.

FINDING A GRAVESITE

All interments are entered in the "Nation-Wide Gravesite Locator" within a few days after the service. Families and friends can search for their loved one laid to rest in any Veterans Cemetery across the nation online at www.gravelocator.cem.va.gov or on their mobile device at www.m.va.gov/gravelocator. Additionally, a grave locator kiosk is located at the Cemetery's Visitor Center.

Each section of the cemetery is marked with curb markers. All gravesites are annotated by the Section, Row, and Site. For example, Plot # 12-J-155 is located in Section 12, Row J, Site 155. In the same way, Columbarium Wall Niches are annotated by the Wall, Row and Niche number. So Plot # D-A-59 is located at Wall D, Row A, Niche 59.

Refer to the Cemetery Map for details on gravesite locations. If you are unable to find the gravesite of your loved one, cemetery volunteers or staff can assist you.

PUBLIC BEHAVIOR IN THE CEMETERY

To preserve the dignity, beauty and serenity of the cemetery, we ask you to observe our cemetery restrictions.

The following are prohibited:

- Recreational activities, such as jogging, skating, picnicking or biking (except as a form of transportation)
- Pets are not allowed anywhere on cemetery property (easily identifiable, trained service animals are welcome)
- Smoking; Littering; Boisterous or Disruptive Behavior
- Damage/ Alterations to any grave markers, buildings, vegetation or other cemetery property
- Partisan Activities, Public Events, or Gatherings that are not part of a committal service or gravesite visitation (unless pre-approved in writing by the Cemetery Director)

Commercial Videos or Commercial Still Photography (unless pre-approved in writing by the Cemetery Director)

SPECIAL OBSERVANCES

The cemetery observes these veteran-focused special events throughout the year:

Our annual **Memorial Day ceremony** on the last Monday in May

"Wreaths across America" from December to January (donations accepted year-round)

Group Military Honors on the last weekday before Veterans Day

Spirit of '45 celebration the 2nd Sunday in August

In addition, the **Avenue of Flags** will be on display during special events.

Contact the Cemetery Office or visit our Facebook page or Website for more information.

CEMETERY HOURS

Office Hours: MON – FRI 8 am – 5 pm (Closed on Federal Holidays)

Committal Services: MON – FRI 10 am – 3 pm (May thru Aug: 10 am – 2 pm)

Cemetery Gates open to Visitors: Every Day 8 am – Sunset (Open weekends & holidays)

ARLINGTON National Cemetery

HONOR • REMEMBER • EXPLORE

Fact Sheet



Eligibility

Arlington National Cemetery's eligibility requirements for burial and inurnment are different from other national cemeteries that are maintained by the Department of Veterans Affairs. Eligibility for in-ground burial at Arlington National Cemetery is the most stringent of all U.S. national cemeteries. However, most veterans, who have at least one day of active service (other than for training) and an honorable discharge, are eligible for above-ground inurnment. Eligibility is determined at the time of need. An honorable discharge is required for any interments at Arlington National Cemetery.

Service Member With Honorable Discharge	Eligibility*	
	Inurnment in Columbarium Court or Niche Wall	In-ground burial (Casket or Urn)
Dies on Title 10 Federal Active Duty (other than for training)	Yes	Yes
Dies on Active Duty for training only under Title X	Yes	No
Veteran – Retired from active duty; receiving retirement pay	Yes	Yes
Veteran – At least one day active duty other than for training	Yes	No
Veteran – Received Medal of Honor, Distinguished Service Cross (Air Force or Navy), Distinguished Service Medal, Silver Star, or Purple Heart	Yes	Yes
Any member of a Reserve component of the Armed Forces, and any member of the Army National Guard or the Air National Guard, whose death occurs under honorable conditions while on active duty for training or performing full-time service.	Yes	No
Any former prisoner of war who, while a prisoner of war, served honorably in the active military, naval, or air service; whose last period of service terminated honorably; and who died on or after Nov. 30, 1993	Yes	Yes

*Reflects current eligibility criteria, as of July 1, 2017, in accordance with the Code of Federal Regulations, Title 32, Part 553, Section 12 and 13.

More detailed information on eligibility can be found at:

<http://www.arlingtoncemetery.mil/FuneralInformation/EstablishServices.aspx>

Writing a Last Will and Testament

Although writing a last will and testament is not required, it is recommended that military retirees and their families have wills, even if you do not have kids or valuable property. A valid will is a legally binding document that ensures your wishes are carried out after your death. If you haven't created one already, here are several reasons why you should consider preparing a will.

Importance of the will

If you own property, you'll want to determine who receives ownership in the event of your death. Particularly if you own property, you can determine how your estate will be divided.

If you own property, for instance, your estate may increase in value after mortgage replacement or general appreciation. If you don't have a will, you won't have a say in how your estate gets divided.

As a parent, a will can help you determine the appropriate guardians for your children. A will is needed to establish legal guardianship. Without a will, a judge will choose guardians for your children and determine who raises them.

When you can write and update a will

Any person aged 18 or older who is of sound mind can write a will. However, keep in mind if you write a will under life-threatening circumstances, the will could be challenged. If you do not write your will personally, but rather a friend or family member writes it for you, your will could be challenged or revoked.

An attorney at your legal assistance office can help you draw up a will and any associated estate-planning documents. You can change your will at any time as long as you meet certain conditions, like rewriting the entire will or using an amendment called a 'codicil.' You may want to update your will with your attorney if:

- You get married or divorced
- A birth or death in your family affects your plan in your will
- You have a large increase or decrease in the value of your property
- The person you name as executor, guardian or trustee dies or becomes unavailable to serve
- The laws associated with estate taxes change
- You change your state of legal residence
- You wish to change how you want your property distributed

Make the right preparations for your family and estate. Your legal assistance office can help you create a will that suits your desires and needs. In the event your legal assistance attorney isn't able to give you the advice you need for your property, legal assistance will help you find a civilian attorney.

Retiree/Retiree Survivor Legal Questions and Assistance?

Go to <https://aflegalassistance.law.af.mil/> or call the Mountain Home AFB Legal Office at 208-828-2238 to set up an appointment!

Advanced Medical Directive (Living Will)

What is an “Advance Medical Directive”?

An Advance Medical Directive (AMD), also known as a living will, is a voluntary document that allows you to tell your doctors what you want done should you become terminally ill. It applies if and when your physician diagnoses you as having an incurable and irreversible condition resulting in death within a relatively short period of time. In your AMD, you express your wishes as to how you want to be treated. Every adult in the United States has the legal right to consent to or refuse medical treatment, under the Patient Self-Determination Act of 1990.

Many such people recognize that they do not want their lives artificially prolonged, while others may want actions taken to preserve their lives, even if artificially. Any competent person 18 years of age or older may execute an AMD. An AMD informs your medical care providers and family members of your wishes regarding your medical care, including the following: the type of life support measures you want them to remove, including feeding tubes; whether you want to die at home rather than in a hospital; and whether or not you want to donate your organs for transplant or medical research (many states also permit this choice on your driver's license). Signing an AMD does not take away your right to decide on treatment, if you are still competent to do so.

What Happens Without an Advance Medical Directive?

An AMD allows you to make the decisions now while you are healthy and mentally competent. If you do not create an AMD and do not have a Do-Not-Resuscitate order, all life support measures will likely be provided to you, and will likely not be removed until the treating physician consults appropriate family, friends, clergy, and/or the court, regarding your medical treatment. Health care providers often will assume you want them to do everything in their power to prolong your life artificially, regardless of your prognosis. Your family will be practically powerless to take you off of life support, even if you have no chance of recovery. Additionally, if no arrangements are made for medical directives and you become incapacitated, the court may appoint a guardian for you to make certain decisions in your “best interest.” Although it is not the primary concern in these situations, the expense of using such artificial life support systems can drain an average estate in a matter of days, leaving little to nothing for your survivors. If you have other wishes, you should execute an AMD.

The “Power of Attorney (POA) for Health Care” for the Constant Vegetative State

Your AMD will not address your needs if you are in a constant vegetative state and your death is not imminent. Instead, another type of advance directive, a document called a Durable Power of Attorney (POA) for health care will allow you to appoint an agent to make health care decisions during such a time. Importantly, a durable POA for health care is limited to health care decisions, while a more extensive durable POA may potentially allow your agent to make other important decisions for you, including making bank transactions, signing Social Security checks, applying for disability, or simply writing checks to pay your utility bill while you are medically incapacitated.

For a durable POA for health care to activate, you have to be unable to make health care decisions for yourself. The document requires that you give the agent guidance in advance as to how to carry out your wishes. For example, if you are unconscious because you have been in a car accident and you need your health care decisions to be made for you, such as whether to refuse or accept medical treatment or to employ or discharge medical personnel, your durable POA for health care will empower your agent to act and decide for you.

Since it is impossible to predict every possible contingency in an AMD, having both a living will and a durable POA for health care enables you to handle other kinds of gray-area cases where it is uncertain whether you are terminally ill, or your doctor or state law fail to give your wishes due weight. You should review both documents to ensure that provisions in your advance medical directive and durable POA for health care work together and do not contradict one another.

Make copies of your completed advance directives (AMD and/or POA) for your doctor's files, agent, family, and, if applicable, your health care facility. Discuss the policies of your health care provider and be sure they are compatible with your own beliefs and that your wishes will be honored. If your doctor cannot, or will not, carry out your wishes, he or she must transfer you to a doctor who will do as you direct.

Retiree/Retiree Survivor Legal Questions and Assistance?

Go to <https://aflegalassistance.law.af.mil/> or call the Mountain Home AFB Legal Office at 208-828-2238 to set up an appointment!